



SH Show Productions, LLC.

7600 Maple Green Court, Dayton, OH 45414

Steve Henger (937) 604-1537

Randy Phillips (937) 623-1590

Doug Hart (513) 519-0822

Dear Exhibitors,

We are very excited you have chosen to be a part of The Dayton Home & Garden Show for 2014. The show opens just a few short weeks away and we are all in that excited anticipation and planning mode. As you finalize your plans we are providing this information packet from Hale Expo, our show decorator. From shipping to renting items it is all covered in this pack.

We will be offering free forklift services for those exhibitors who need it in setting up and tearing down after the show. If you should need this service contact our Show Decorator, who will be working from a station near rear entrance, nearest to Main Street or on the left side as you enter the Main Hall from the rear.

Also in this information packet, you will find a section from the Dayton Convention Center and should you need to order electric or other services you will find the proper order forms.

Our decorator, Hale Expo Services, will provide a back 8' tall curtain wall and two side curtains held at 32" tall for a 10 x 10 booth. A small sign designating you're booth space will be placed in your booth. Contact the show office before setting up your display. If you need additional signage, carpeting, tables and chair, or additional drape or shipping services the information is provided within the packet.

We will be having an exhibitors meeting on March 4th at 2 pm at the Dayton Convention Center, we will be distributing your complimentary tickets that you may give to family, friends, or potential customers, at this meeting. Should you be unable to attend or need your tickets for distribution before March 4th please email randy@daytonhomeandgardenshow.com, and we will make arrangement to get them to you or mail them via US Mail..

Should you have any questions or if we can be of help, please do not hesitate to give us a call or drop us an email. We are always happy to help!

Sincerely,

The Dayton Home & Garden Show



22 E. Fifth Street, Dayton, OH 45402
Phone: 937.333.4700 Fax: 937.333.4711

Utility Order Form

Name of Exhibition or Show: _____ Booth No. _____
Firm / Booth Name: _____ Show Date: _____
Address _____ Phone No. _____
City: _____ State: _____ Zip: _____ Email: _____
Contact: _____ Signature: _____

Please submit orders as early as possible to facilitate prompt service.

(Signature of Requesting party on order form indicates understanding of the attached Conditions)

On-site rate applies to all orders received within 5 business days of event!

110 Volt Electric Services

Qty.	Single Outlet	Pre-Order Rate	On-Site Rate	Totals
	Up to 500 Watts	\$55.00	\$75.00	\$
	Up to 1000 Watts	\$65.00	\$85.00	\$
	Up to 1500 Watts	\$75.00	\$95.00	\$
	Up to 2000 Watts	\$85.00	\$105.00	\$

Special 208 & 220 Volt Electric Services

Single Phase				Three Phase				Total
Amps	Qty.	Pre-Order	On-Site	Amps	Qty.	Pre-Order	On-Site	
10		\$75.00	\$105.00	10		\$105.00	\$135.00	\$
15		\$85.00	\$115.00	15		\$120.00	\$150.00	\$
20		\$100.00	\$130.00	20		\$135.00	\$165.00	\$
30		\$130.00	\$160.00	30		\$155.00	\$195.00	\$
40		\$150.00	\$180.00	40		\$175.00	\$215.00	\$
50		\$170.00	\$200.00	50		\$195.00	\$235.00	\$
60		\$195.00	\$225.00	60		\$215.00	\$255.00	\$
100		\$300.00	\$330.00	100		\$325.00	\$365.00	\$

Qty.	Item	Cost Each	
	Extension Cord	\$15.00	\$
	Power Strip	\$20.00	\$
Mandatory Labor Fee for Special Services (Do not add for 110 Volt Service)		\$55.00	\$
On-Site Mandatory Labor Fee for Special Services		\$75.00	\$
Grand Total			\$



BILLING INFORMATION:

The Dayton Convention Center Accepts Visa, MasterCard and American Express



CARD NUMBER: _____ Name: _____
EXPIRATION DATE: _____ Billing Address and Address: _____
3-DIGIT SECURITY PIN: _____ on your statements: PO Box: _____
(pin located on back of card) City: _____
SIGNATURE: _____ State: _____ Zip: _____

☐ (CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT\$ _____

☐ (CHECK HERE IF PAYING CASH) RECEIVED BY _____ AMT\$ _____



Dave Conger A/V
6154 Rosecrest Drive
Dayton, Ohio 45414
(937) 361-1805

Exhibitor A/V Order Form
for the Dayton Convention Center

EQUIPMENT*	PRICE	QUANTITY	DAYS	TOTAL
Overhead Projector	\$35.00			
42" LCD Monitor W/ Stand	\$400.00			
27" TV Monitor	\$80.00			
VCR	\$35.00			
DVD Player	\$35.00			
32" LCD Screen W/ Stand	\$300.00			
Flip Chart	\$20.00			
19" LCD Monitor	\$125.00			
LCD Projector	\$300.00			
Wireless Mic	\$95.00			
Laptop Computer	\$250.00			
Desktop Computer	\$200.00			
84" x 84" Tripod Screen	\$25.00			
70" x 70" Tripod Screen	\$25.00			
2 Powered Speaker System	\$95.00			
17" LCD Monitor	\$70.00			
Audio Visual Cart With Skirt	\$15.00			

Sub-Total

\$

Delivery/Set Charge

\$50.00

Total

\$

Event Name:	
Group Name:	
Dates Of Event:	Booth #
Start Time:	End Time:

METHOD OF PAYMENT (Circle One): VISA MASTERCARD AMEX CHECK CASH**

** Please Make Checks Payable to Dayton Convention Center.

Name on Card: _____ **Card #** _____ **Exp.** _____

Full Billing
Address:

Auth. Signature: _____

***NOTE: DAVE CONGER AUDIO VISUAL HAS AN EXTENDED INVENTORY.**

If you do not see the item you need listed, please call (937) 361-1805 for more info and a personal quote.

Mastercard, Amex and Visa are accepted and will be processed through the Dayton Convention Center.

Payment by cash and check are accepted upon delivery of equipment.

Please fax this order form (Attention: Dave Conger) to (937)333-4711.

Thank you for choosing Dave Conger A/V!

Internet Access Order Form

Name of Exhibition or Show: _____ Booth #: _____

Company / Booth Name: _____ Show Date(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email: _____

Signature: _____ Date: _____

Rules and Regulations:

1. HarborLink Network is the exclusive provider of High-Speed Internet Services for the Dayton Convention Center.
2. Payment for services must be received prior to the start of the event.
3. Credit will NOT be given for service ordered and not used.
4. Only HarborLink Network or Dayton Convention Center personnel are authorized to modify system.
5. HarborLink Network and Dayton Convention Center are not responsible for any level fluctuations or circuit failure due to venue or local ISP conditions.
6. All wireless equipment used must comply with the 802.11a/b/g/n standards.
7. Prices are based on current rates and are subject to change without notice

PREMIUM HIGH-SPEED INTERNET SERVICES

- ☐ High-Speed Wireless Internet Service (per user, per day) - \$50 Qty: _____
- Synchronous Internet speeds up to 10 Mbps
- Internal IP address (Public IP available for additional \$15 / day)
- ☐ Wired High-Speed Internet Service (per network drop, per day) - \$250 Qty: _____
- Synchronous Internet speeds up to 20 Mbps
- Internal or Public IP address (user's choice)
- Wire drops to the main exhibit halls (rooms 101 and 102)
may require labor fees.
- ☐ On-Site Technical Support (Entire event) - \$ Call for pricing
- ☐ Kiosk / Cyber Cafe Services - \$ Call for pricing

All orders must be received 14 days prior to scheduled event. Orders received later are subject to a 15% expediting fee.

Orders may be submitted via fax (937-294-8643) or phone (937-294-2954). For security reasons, a HarborLink representative will contact you upon receipt of order to discuss payment information.

All necessary credentials, IP settings or other information will be sent via email prior to the scheduled event.

For more information, please contact us at 937-294-2954 or email info@harborlink.net. We look forward to working with you!



SH Show Productions, LLC.

7600 Maple Green Court, Dayton, OH 45414

Steve Henger (937) 604-1537

Randy Phillips (937) 623-1590

Doug Hart (513) 519-0822

Dear Exhibitors,

We would like to offer you additional branding opportunities with PBS, Channels 14 & 16, Think^{TV} here in Dayton and Oxford.

On the next page you will see a Donation Level Fact Sheet that reflects promotion associated with various auction donation levels. Think^{TV}'s Great^{TV} Auction, April 21-26 supports the programming and educational services that Think^{TV} provides our community. I believe we all have favorite PBS programs that we love to watch: *This Old House*, *Antiques Roadshow*, *Victory Garden*, *Sesame Street* or *Downton Abbey*. These wonderful programs are brought to you and supported by members, sponsors and great donors like you.

If you choose to donate an item with a retail value of less than \$500 dollars, Think^{TV} will provide signage and a silent auction bid sheet for your booth at the Dayton Home & Garden Show so that visitors may place a silent auction bid on that item right at your booth. On Sunday, the last day of the show, the winning bidder may pick up and pay for that item between 3-5 pm right at your booth! What great recognition!

If you choose to donate an item of retail value greater than \$500, the item may be kept and previewed at your booth during the show, after which it will be taken to Think^{TV} to be featured and sold both online and on-air during the Great^{TV} Auction. Donated items valued \$2,500 and over will also be highlighted in a televised spot, suggesting that visitors preview the item at your booth at the Dayton Home & Garden Show (after which the item will be taken to Think^{TV} and sold as mentioned above).

This is a wonderful opportunity to bolster your brand and let folks learn more about you! I hope you will consider donating an item and thoroughly enjoy all the advertising benefits that come with your donation while you continue to watch and enjoy Think^{TV}.

If you have further questions about donating, please call or email Randy at randy@daytonhomeandgardenshow.com or call Isaiah Ashba at Think^{TV}, (937) 220-1669.

Sincerely,
Randy Phillips
The Dayton Home & Garden Show

ThinkTV's GreatTV Auction
April 21-26, 2014
Donation Promotion Levels



General Merchandise -- \$50-\$499 (Single Item Value)

- On-Air: Item displayed on live television –20 second spot & recap including donor mentions *for each item valued at \$50 or more...*
- Web-site: (only if *multiple items donated* value is **\$500 or more**)
 - Promotion on our site thinktv.org opening March 10 through the final sale
 - Promotion on daytondailynews.com opening March 10 through the final sale; featuring over 1.2M unique monthly visitors.

Tonight Board -- \$500-\$999 (Single Item Value)

- Professionally prepared taped presentation of your item
- On-Air: (2) 25 second spots & recaps including donor mention over **one** night of the Auction
- Web-site: Promotion on our site thinktv.org opening March 10 through the final sale. Presents the opportunity for viewers to bid on-line via a seamless link to daytondailynews.com.
 - Promotion on daytondailynews.com opening March 10 through the final sale. Presents the opportunity for viewers to bid on-line; featuring over 1.2M unique monthly visitors.
 - Website promotion includes a digital photograph of your item.

Big Board -- \$1,000-\$2,499 (Single Item Value)

- Professionally prepared taped presentation of your item
- On-Air: (4) 25 second spots & recaps including donor mention over **two** nights of the Auction
- Web-site: Promotion on our site thinktv.org opening March 10 through the final sale. Presents the opportunity for viewers to bid on-line via a seamless link to daytondailynews.com.
 - Promotion on daytondailynews.com opening March 10 through the final sale. Presents the opportunity for viewers to bid on-line; featuring over 1.2M unique monthly visitors.
 - Website promotion includes a digital photograph of your item.

Super Board -- \$2,500 - Limitless (Single Item Value)

- Professionally prepared tape of your item, video taped by our crew *at your location*
- Pre-promotion: Inclusion in a 30 second Super Board Pre-promotional Spot including footage of donation and donor mention starting March 10.
- On-Air: (2) 30 second spots & multiple recaps including donor mention over entire **six** nights of the Auction
- Web-site: Promotion on our site thinktv.org opening March 10 through the final sale. Presents the opportunity for viewers to bid on-line with a seamless link to daytondailynews.com.
 - Promotion on daytondailynews.com opening March 10 through the final sale. Presents the opportunity for viewers to bid on-line; featuring over 1.2M unique monthly visitors.
 - Website promotion includes up to three digital photographs of your item.



Think^{TV} Auction Donor Form

Think^{TV}
110 South Jefferson Street
Dayton, OH 45402
(937) 220-1600

Donor to complete for auctioneer to read on-air. Help us sell your item – be concise and accurate. Please print.

ITEM NAME: _____

DESCRIPTION: _____

COLOR: _____ EXCHANGEABLE? ☐ Yes ☐ No SIZE OR DIMENSIONS: _____

ARE YOU A NEW DONOR? ☐ Yes ☐ No

DONATED BY (COMPANY): _____ CITY: _____

SINGLE VALUE: \$ _____ EXPIRATION DATE IF GIFT CERTIFICATE: _____ EXPLAIN ANY RESTRICTIONS IF GIFT CERTIFICATE: _____
(NO CASH REDEMPTION)

*SEE NUMBERS: _____

Donor to complete. Please check all appropriate boxes

- | | |
|--|---|
| <input type="checkbox"/> Merchandise | <input type="checkbox"/> Cash - Unrestricted |
| <input type="checkbox"/> Gift Certificate Only | <input type="checkbox"/> Cash – Restricted to Purchase of Item for On-Air Sale |
| <input type="checkbox"/> Gift Certificate With Sample or "Visual" | <input type="checkbox"/> Donor to deliver on _____ |
| *DESCRIBE: _____ | <input type="checkbox"/> Delivery impossible. Phone donor to arrange a pick-up. |
| <input type="checkbox"/> "In-Kind" Contribution – Auction Services | <input type="checkbox"/> Use Donor Form as GC |

For Go-Getter use only

GO-GETTER NAME: _____

GO-GETTER PHONE: _____
Auction Office
(937) 220-1668

GO-GETTER VOLUNTEER: _____
(937) 220-1650 fax

- ➡ **Donor please note:**
- 1 Think^{TV} reserves the right to accept or reject any item or service donated.
 - 2 Donor warrants that it is the true and lawful owner and has full power to donate the merchandise; that the merchandise will be as described and will be transferred to **Think^{TV}** or the winning bidder; and that any and all warranties shall be enforceable by the winning bidder.
 - 3 All items donated become the property of **Think^{TV}** for fundraising purposes.

Receipt to be mailed to

COMPANY NAME: _____	PLEASE SIGN HERE: X _____
CONTACT'S NAME (MR./MRS./MS.): _____	AUTHORIZED BY: _____
STREET ADDRESS: _____	DONOR'S TELEPHONE #: _____
CITY / STATE / ZIP: _____	DONOR'S FAX #: _____

For office use only

DONOR NUMBER: _____	WAREHOUSE LABEL TO READ _____	ITEM _____	WAREHOUSE LOCATION: _____
DATE ITEM RECEIVED: _____	ITEM TYPE: _____	MEDIA: _____	SELLING LOCATION: _____
DATE POST-CARD MAILED: _____	ITEM STATUS: _____	LOCATION: _____	VISUAL: _____

Thank you for supporting Think^{TV} – TV Worth Watching!

Dayton Home & Garden Show

Dayton Convention Center
March 21 – 23, 2014

Hale Northeastern is pleased to have been selected as the official service contractor for the **Dayton Home & Garden Show**. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Our goal is to help make your show participation a success.

BOOTH INFORMATION:	Booth Size: 10' x 10'
	Includes: 8' high Lime Green & White flameproof back drape
	32" high Lime Green flameproof side drape
	Booth identification number
	Aisles only will be carpeted in Black
	Individual booths do not include carpeting

Items above come automatically with your booth. If you need tables, chairs, labor or freight services, they can be ordered from the forms that follow. Pre-ordering by March 7th enables you to take advantage of special pricing.

Pre-Order Deadline Date: The last day to receive pre-order pricing is **MARCH 7th**

INSTALLATION:

Monday, March 17	8:00 AM – 8:00 PM
Tuesday, March 18	8:00 AM – 8:00 PM
Wednesday, March 19	8:00 AM – 8:00 PM
Thursday, March 20	8:00 AM – 8:00 PM
Friday, March 21	8:00 AM – 12:00 Noon

SHOW HOURS:

Friday, March 21	12:00 PM – 8:00 PM
Saturday, March 22	10:00 AM – 7:00 PM
Sunday, March 23	10:00 AM – 5:00 PM

DISMANTLING:

Sunday, March 23	5:00 PM – 11:00 PM
Monday, March 24	8:00 AM – 12:00 PM

Please note: orders can be accepted by mail, fax or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the pre-order discount.

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist you when requested during the set-up and dismantling of the exhibition. If you have any special requirements or questions about our services, please do not hesitate to call.

Hale Northeastern has partnered with ABF Freight as the official Show Carrier of this event. ABF Freight offers substantial discounts to our exhibitors if you mention the code TSTR. If you would like a no-obligation quote, please contact ABF directly at 800-654-7019.

Yours very truly,

HALE NORTHEASTERN INC.
Exhibitor Services Department

BH13



PAYMENT POLICY

Save Money and Time! Pre-order by March 7th to receive substantial discounts!

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

- No telephone orders can be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com. Payment MUST accompany your order..
- If you have any questions or special requirements, please contact our Exhibitor Services Department.
- Items cancelled at show site will be charged 50% of the original price.
- Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

Payment for Services

Hale Northeastern requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

Method of Payment

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.

Pre-Order Price Discount – Save Money and Time

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged floor prices.

Tax Exempt

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

Questions and Adjustments

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



ORDER SUMMARY
Save Money and Time! Pre-order by
March 7th to receive substantial discounts!

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

Show-Site Representative: _____ Email: _____

Credit Card Authorization (will be used for Hale services only):

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept American Express, Visa, MasterCard and Discover Card

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Billing Address: _____ City: _____ State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: _____ Exp. Date: ____/____/____ V-Code: _____

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary: Pre-Order Deadline Date: March 7th 2014. Orders received after March 7th 2014 are Floor Orders.

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

CARPETING, PERFBORAD, SPECIAL BACKGROUND DRAPE	\$
ESSENTIAL FURNITURE PACKAGE	\$
FURNITURE RENTAL	\$
RENTAL DISPLAY	\$
SPECIAL SIGNS & BANNERS	\$
STANDARD BOOTH SIGN	\$
SIGN HANGING SERVICE	\$
CLEANING SERVICE	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	
(Actual weights will be billed at show close)	
SUBTOTAL	\$
ADD 7.25% SALES TAX	\$
TOTAL	\$
ELECTRICAL, TELEPHONE, INTERNET, AV, AIR/WATER - RETURN DIRECTLY TO DCC	

*Exempt customers must provide a tax exempt certificate for the state the show takes place in.

Resale certificates will not qualify for sales tax exempt status.

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Standard Booth Carpeting & Additional Carpet Taping

Aisles will be carpeted in Black

Note: Variations in dye lot of carpet may occur in a combination of standard sizes. Standard booths include taping of aisle sides only. Additional taping is 43¢/ft. Please indicate below if you require additional taping.

Size	Pre-Order	Floor Order	Quantity	Total
9' x 10'	\$130.00	\$149.50	_____	\$ _____
9' x 20'	\$260.00	\$300.00	_____	\$ _____
9' x 30'	\$388.50	\$446.50	_____	\$ _____
9' x 40'	\$518.50	\$596.00	_____	\$ _____
18' x 20'	\$518.50	\$596.00	_____	\$ _____
For longer sizes, multiply 10' increments by: \$130.00		\$149.50	_____ ft.	\$ _____
Additional taping: Total feet: _____ x 43¢/ft =			_____	\$ _____

**Please Circle
Color Choice**

Red Gray

Blue Black

Burgundy

Forest Green

Teal

If no color is selected,
show colors will be
installed

Carpet Padding

Size	Pre-Order	Floor Order	Quantity	Total
9' x 10'	\$78.00	\$90.00	_____	\$ _____
9' x 20'	\$156.00	\$179.50	_____	\$ _____
9' x 30'	\$234.00	\$269.00	_____	\$ _____
9' x 40'	\$312.00	\$360.00	_____	\$ _____
18' x 20'	\$312.00	\$360.00	_____	\$ _____
For longer sizes, multiply 10' increments by: \$78.00		\$90.00	_____ ft.	\$ _____

Special Background Drapes (includes 8' base & post and crossbar)

Special Drape Colors

Size	Pre-Order	Floor Order	Linear Ft. Req'd	Total
32" high drape	\$6.50/ft.	\$7.50/ft.	_____	\$ _____
8' high drape	\$9.00/ft.	\$10.50/ft.	_____	\$ _____
12' high drape	\$16.00/ft.	\$18.50/ft.	_____	\$ _____

Beige Black Blue Brown
Burgundy Dusty Rose Forest
Gold Lime Orange Peach
Purple Red Silver White

Perfboard, Tape (Perfboard orders include 1-dozen loop hooks)

Description	Pre-Order	Floor Order	Quantity	Total
Tackboard, 4' x 8 One.-sided	\$ 90.00	\$103.50	_____	\$ _____
Tackboard, 4' x 8 Dbl.-sided	\$134.00	\$154.00	_____	\$ _____
Perfboard 4' x 4' Panel	\$80.00	\$92.00	_____	\$ _____
Perfboard 4' x 8' Panel	\$119.50	\$137.50	_____	\$ _____
Perfboard 4' x 8" Shelf	\$22.50	\$26.00	_____	\$ _____
Clear Packing Tape	\$10.00	\$11.50	_____	\$ _____
Double-face Tape	\$22.00	\$25.50	_____	\$ _____

PAGE SUMMARY

Total Services: \$ _____

Enter total on the Order Summary

Applicable taxes not included)

Visqueen (Heavy-Duty Plastic)

If heavy equipment needs to be placed on your carpet, or are using any oil or grease substances,
Visqueen **must** be ordered to cover these areas.

Calculate Square Feet: _____ ft. x _____ ft. = _____ sq.ft.

Pre-Order	Floor Order	sq.ft.	Total
.75¢/sq.ft.	.90¢/sq.ft.	_____ ft.	\$ _____

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: csr@haleexpo.com

ESSENTIAL FURNITURE ITEMS

Save Money and Time! Pre-order by
March 7th to receive substantial discounts!

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

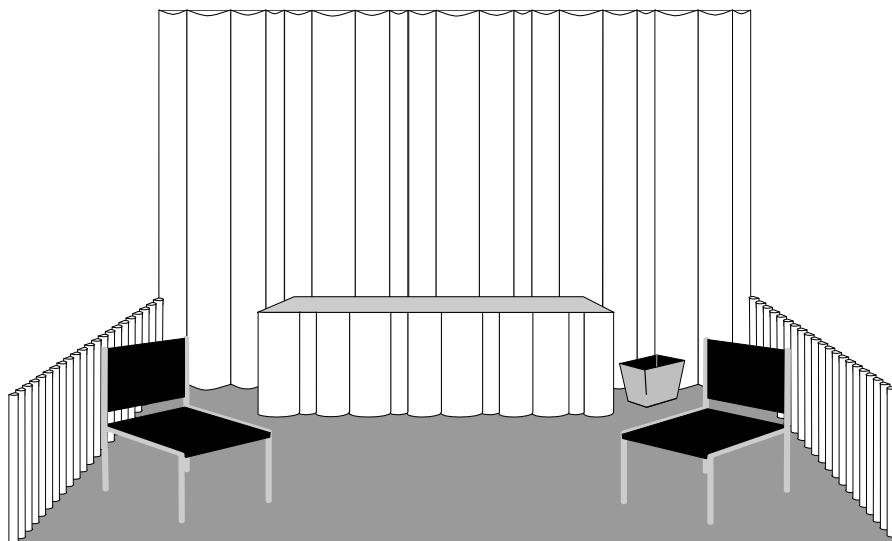
Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Hale Northeastern offers the following Essential Furniture Items at a **15% DISCOUNT** from our already-low Pre-Order Prices. To receive this discount, your order & payment must be received by the deadline date: **March 7, 2014**

ESSENTIAL FURNITURE PACKAGE



Packages are only available on those orders received by the Pre-Order deadline date.

Package Includes:

One 6' long table, draped on 3 sides in **WHITE**

Two upholstered side chairs, at \$40.00 each

One wastebasket

One 9' x 10' **BLACK** carpet

One 9' x 20' **BLACK** carpet

Total at Pre-order Price Rate:

Less 15%:

Total at Essential Furniture Items Discount Rate:

Number of Packages Needed:

Total Cost, Pre-ordered:

Total Cost for Orders after March 7, 2014

9'x10'

\$91.00

\$80.00

\$14.00

\$130.00

N/A

\$315.00

(\$47.25)

\$267.75

\$ _____

\$362.50

9'x20'

\$91.00

\$80.00

\$14.00

N/A

\$260.00

\$445.43

(\$66.81)

\$378.25

\$ _____

\$513.00

Please enter total on the Order Summary (Applicable taxes not included)

This Package is only offered as a Pre-order rental & will not be offered on site.

Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

The above package must be purchased as is. Items listed in the package cannot be sold separately or substituted.

You may order additional rental items for your exhibit by referring to the enclosed order forms in this manual.

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

Dayton Home & Garden Show

Dayton Convention Center
March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

Show-Site Representative: _____ Email: _____

Pre-Order Deadline Date: March 7th

Draped Display Tables, (6' & 8' tables are draped on 3 sides only. For 4th side draping, see option below)

Size	Pre-Order	Floor Order	Quantity	Total
4' x 2' x 30"	\$73.00	\$84.00	_____	\$ _____
6' x 2' x 30"	\$91.00	\$105.00	_____	\$ _____
8' x 2' x 30"	\$125.00	\$143.75	_____	\$ _____
4' x 2' x 42"	\$90.00	\$103.50	_____	\$ _____
6' x 2' x 42"	\$108.00	\$124.00	_____	\$ _____
8' x 2' x 42"	\$136.00	\$156.00	_____	\$ _____
4 th side - all 6' & 8' tables	\$60.00	\$70.00	_____	\$ _____
Skirt for Exhibitor's Table	\$60.00	\$70.00	_____	\$ _____

Show Colors:

Lime Green & White

Please Circle Table Drape Color Choice

Gold Red Blue White

Silver Black Teal

Peach Hunter Green

Burgundy Plum Beige

if no color is chosen, show colors
will be installed.

Undraped Display Tables

Size	Pre-Order	Floor Order	Quantity	Total
4' x 2' x 30"	\$29.00	\$33.50	_____	\$ _____
6' x 2' x 30"	\$38.00	\$43.50	_____	\$ _____
8' x 2' x 30"	\$45.00	\$51.75	_____	\$ _____
4' x 2' x 42"	\$36.00	\$41.50	_____	\$ _____
6' x 2' x 42"	\$42.00	\$48.50	_____	\$ _____
8' x 2' x 42"	\$52.00	\$60.00	_____	\$ _____
Vinyl Topper (for undraped tables)		\$10.00	_____	\$ _____

Table Risers / Shelves

Size	Pre-Order	Floor Order	Quantity	Total
4' x 10" white drape	\$31.00	\$36.00	_____	\$ _____
6' x 10" white drape	\$38.00	\$43.50	_____	\$ _____
8' x 10" white drape	\$47.00	\$54.00	_____	\$ _____

Chairs, Stools & Pedestal Tables

Description	Pre-Order	Floor Order	Quantity	Total
Padded Arm Chair	\$48.00	\$55.00	_____	\$ _____
Padded Side Chair	\$40.00	\$46.00	_____	\$ _____
Stool w/ padded back	\$50.00	\$57.50	_____	\$ _____
30" x 24" Round, Undraped	\$65.00	\$75.00	_____	\$ _____
30" x 30" Round, Undraped	\$75.00	\$86.00	_____	\$ _____
30" x 42" Round, Undraped	\$85.00	\$97.50	_____	\$ _____

Accessories

Description	Pre-Order	Floor Order	Quantity	Total
Wastebasket	\$14.00	\$16.00	_____	\$ _____
8' Base & Post	\$17.00	\$19.50	_____	\$ _____
Cross Bar	\$8.50	\$10.00	_____	\$ _____
Tripod Floor Easel	\$22.00	\$25.50	_____	\$ _____
Literature St. 4'H, 20 Slots	\$75.00	\$86.25	_____	\$ _____
Bag Rack	\$34.00	\$39.00	_____	\$ _____
8' Velour Rope	\$24.00	\$27.50	_____	\$ _____
36" Chrome Stanchion	\$24.00	\$27.50	_____	\$ _____
22" x 28" Chrome Sign Frame	\$34.00	\$39.00	_____	\$ _____
2' x 8" Grid Panels	\$16.00	\$18.50	_____	\$ _____
Illuminated Showcase	\$275.00	\$315.00	_____	\$ _____

PAGE SUMMARY

Total Services: \$ _____

Please enter the total on the
Order Summary

State Sales tax is not included in
above prices

**Orders can be accepted by
mail, fax (716-896-8908)
or may be scanned
and emailed to:**
csr@haleexpo.com

BH13

RENTAL DISPLAY
Order deadline date for this package:
March 7th
**NOTE: THESE ITEMS MAY NOT BE
AVAILABLE AS A FLOOR ORDER**

Dayton Home & Garden Show

Dayton Convention Center
March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW



SOME ITEMS ILLUSTRATED ARE OPTIONAL

10' x 10' RENTAL DISPLAY... \$1,375.00

Standard booth color is: White Sintra

Special colors of sintra are available on request at 10% additional:

Blue, Beige, Black, Red, Gray

The following items are included:

- * 3 Back wall panels - 8' high by 10' wide total
- * 2 Side wall return panels - 19" wide
- * 1 lighting unit - (outlet not included)
- * 10' of carpet - your choice of color
(see listing on Carpet Rental Form)
- * Header sign in block lettering and your choice of color
(logos, special lettering is available at additional cost)
- * Daily Vacuuming

Header Copy: _____

Color Choice: _____

<u>Description</u>	<u>Pre-Order Price</u>	<u>Floor Order</u>	<u>Quantity</u>	<u>Total</u>
Standard Rental Exhibits:	\$1,375.00	\$1,582.00	_____	\$_____
ADDITIONAL OPTIONS:				
White cabinet 42" high, 18" deep - with doors	\$107.75	\$124.00	_____	\$_____
White shelf with brackets 8" deep, 39" wide	\$24.50	\$28.00	_____	\$_____
Side return 3' high (1 - 10' section)	\$90.00	\$103.50	_____	\$_____

TOTAL CHARGES FOR BOOTH RENTAL & ACCESSORIES: \$_____

Please enter the total on the Order Summary (Applicable taxes not included)

The Last day to receive **Pre-Order Prices: March 7, 2014. Orders received after March 7, 2014 are Floor Orders.**

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com



STANDARD BOOTH SIGN
7" X 44" SIGN
Save Money and Time! Pre-order by
March 7th to receive substantial discounts!

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

PRE-ORDER DATE IS: March 7, 2014

Pre-Order Price: \$25.00 each

Floor Order Price: \$37.50 each

First Line: _____

Second Line: _____

Each line may not exceed 26 characters, including spaces.
Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary
(Applicable taxes not included)

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

SPECIAL SIGNS

Save Money and Time! Pre-order by 3/7/14 to receive substantial discounts! For Sign orders received after 3/7/14, add 50% to listed price.

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

SOME EXAMPLES OF STANDARD SIZES:

<p>22" x 28"</p> <p>Standard Sign Holder Size</p> <p>\$74.20</p>	<p>22" x 14"</p> <p>Common Table Top Size</p> <p>\$58.50</p>	<p>14" x 44"</p> <p>Double the height of a standard Booth Sign</p> <p>\$74.20</p>	<p>4' x 8'</p> <p>\$263.70</p>	<p>3' x 4'</p> <p>\$113.30</p>
--	--	---	--	--

We can make a sign to fit your specific size requirements

With a wide variety of fonts, colors, logo reproduction, graphics and backing material we can make a terrific looking sign for you!

* All sign prices are for one or two color simple copy – about 12 words – on your choice of white backing material. Logo, graphics, additional colors or heavy copy will be quoted.

Hale Northeastern's Sign and Banner Department can produce a wide array of signs to make your exhibit be seen and be successful!

Color of Copy: _____ LANDSCAPE or PORTRAIT
(Please circle one)

Sign Copy

Please circle your choice of backing material:

Foamcore	Coroplast	Sign Card
Foam center with paper outsides.	Colors available A corrugated plastic most durable of the three	White Only

Sign Size and Cost Other options available to you

Description	Pre-order Price	Floor Price	Quantity	Total
Pair of Brass Grommets	\$3.50	\$4.00	_____	_____
Easel Back	\$2.75	\$3.25	_____	_____
Double Sided	(+50% of Sign Price)		_____	_____

Total Sign Cost: \$ _____

Please enter the total on the Order Summary
Applicable taxes not included.

BANNERS

Save Money and Time! Pre-order by 3/7/14 to receive substantial discounts! For Sign orders received after 3/7/14, add 50% to listed price.

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

It's our business to make your business Look Good!



Use a creative banner to make the most of your Exhibit space!

Banners

All banners have grommets for easy hanging

<u>Size</u>	<u>Pre-Order</u>	<u>Floor Order</u>	<u>Quantity</u>	<u>Total</u>
2' x 8'	\$144.72	\$217.07	_____	\$ _____
3' x 8'	\$198.28	\$297.41	_____	\$ _____

Special size banners / Available upon request

Logos, Graphics

Logos & Graphics may be emailed in correct file formats.

Please call for information regarding file formats.

Special graphics, including logos, can be added for a custom designed banner.

*** Logos can not be taken off websites***

Lettering, Background Colors

There are several choices of background colors available, as well as a variety of letter styles & colors, to enable you to acquire an appealing banner.

Banner Copy:

Letter Color Choice:

Background Color Choice:

PAGE SUMMARY

Total: \$ _____

Please enter the total on the Order Summary
(Applicable taxes not included)

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES CLEANING OF AISLES ONLY

*** OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE ***

Booth Size	Cost for Opening Day Cleaning Only	Cost for Daily Cleaning Includes Opening Day	Total
10' x 10'	30.00	75.00	
10' x 20'	50.00	150.00	
10' x 30'	60.00	225.00	
10' x 40'	100.00	300.00	
20' x 20	100.00	300.00	
20' x 30'	150.00	450.00	
20' x 40'	200.00	600.00	

Return forms to: csr@haleexpo.com or Fax or Mail

PAGE SUMMARY

Total Services: \$ _____

Please enter the total on the Order Summary
(Applicable taxes not included)

BH13

Dayton Home & Garden Show

Dayton Convention Center
March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____

Representative Cell: _____ Representative Email: _____

HANGING SIGN RATES & RESTRICTIONS

TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY:
March 18th

A FLAT RATE OF \$250.00 WILL BE CHARGED TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$100.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of set up.

All signs to be hung from the ceiling must be delivered to show site on the first day of set up, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Northeastern.

Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.

Installation/Removal

Please complete the following information:

Number of feet from floor to top of sign : _____ ft.

Number of feet in from left side: _____ ft.

Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection?: ☐ NO ☐ YES
(If YES, please complete the Electrical form included in this packet.)

PAGE SUMMARY

Total Services: \$ _____
Please enter the total on the
Order Summary
(Applicable taxes not included)

Restrictions

Installation and removal times will be established by Hale Northeastern per the availability of the halls and access to area under sign.

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com



INSTALLATION & DISMANTLE LABOR FORKLIFT SERVICE

**Save Money and Time! Pre-order by
March 7th to receive substantial discounts!**

Dayton Home & Garden Show

Dayton Convention Center
March 21 – 23, 2014

Company Name: _____ Booth No.(s): _____

Phone: _____ Cell Phone: _____ Email: _____

Supervisor Name : _____ Supervisor Contact Number: _____

Installation/Dismantle Labor * Please choose between Exhibitor Supervision and Hale Supervision*

Straight-Time Rate: \$60.75 (M-F 8am-4pm) Overtime Rate: \$80.00 (M-F before 8am, after 4pm - Weekends, Holidays)

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8am unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges.

	Date of Service	Time Service is required	No. of Workers	X	Approx. Hrs.	Total Hours per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	
Installation	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	
Dismantle	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	
Dismantle	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	

Supervisor will be: _____ Phone number: _____

SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 30% of the total labor bill with a \$30.00 minimum on installation and a \$25.00 minimum on dismantling.

Straight-Time Rate: \$60.75 (M-F 8am-4pm) Overtime Rate: \$80.00 (M-F before 8am, after 4pm - Weekends, Holidays)

	Date of Service	Time Service is required	No. of Workers	X	Approx. Hrs.	Total Hours per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	
Installation	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	
Dismantle	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	
Dismantle	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____	

Hale's Supervision (30% / \$30.00) = \$ _____

Forklift Services (cost includes Hale Northeastern operator)

Check in at the Hale Service Desk at your scheduled time to confirm forklift service. Due to liability, forklifts may only be operated by an authorized Hale Northeastern employee.

Straight-Time Rate: \$120.75 (M-F 8am-4pm) Overtime Rate: \$182.00 (M-F before 8am, after 4pm - Weekends, Holidays)

Installation	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____
Installation	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____
Dismantle	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____
Dismantle	_____	_____	_____	X	_____ = _____	@ _____	\$ _____ = \$ _____

There is a minimum labor / forklift charge of one-hour. Additional hours will be invoiced at ½ hour increments

Plastic Banding, per pallet, includes labor: \$32.00

Shrinkwrap, per pallet, includes labor: \$32.00

If Labor must be cancelled, Hale Northeastern, Inc. requires 24 hour of advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Please enter total on the Order Summary (applicable taxes are not included).

BH13 Forms may be returned by mail, fax (716-896-8908) or may be scanned and emailed to: csr@haleexpo.com

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

FREIGHT LABEL

ADVANCE TO WAREHOUSE
SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE BETWEEN: Thursday, February 20th - Thursday, March 13th

SHIP TO:

Dayton Home & Garden Show
c/o Hale Northeastern, Inc.
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION

Dayton Home & Garden Show
Dayton Convention Center
March 21 – 23, 2014

Booth# _____
Exhibitor Name: _____
Contact Name: _____
Phone#: _____

FREIGHT LABEL

DIRECT TO SHOW SITE
SHIPMENTS MAY ARRIVE ON OR AFTER MONDAY, MARCH 17TH. Materials arriving at the Dayton Convention Center prior to this date will be refused by the facility.

SHIP TO:

Dayton Home & Garden Show
c/o Hale Northeastern, Inc.
Dayton Convention Center
22 East Fifth Street
Dayton, OH 45402

SHOW INFORMATION

Dayton Home & Garden Show
Dayton Convention Center
March 21 – 23, 2014

Booth# _____
Exhibitor Name: _____
Contact Name: _____
Phone#: _____

SHIPPING / MATERIAL HANDLING

Return form by mail, fax (716-896-8908)
or scan and email to csr@haleexpo.com

Dayton Home & Garden Show

Dayton Convention Center

March 21 – 23, 2014

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Any UPS, Federal Express, or similar shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card # on file.

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ Booth: _____

Phone #: _____ Fax #: _____ Email: _____

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Account#: _____ Exp. Date: ____/____/____ V-Code: _____
V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Authorized Show Site Representative: _____ Cell Phone# _____

■ Inbound Freight * Please use the enclosed freight labels in the manual for your shipments*

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER (S)	Less than 25 lbs	25 lbs – 200 lbs ** 200 lbs Minimum **	over 200 lbs
ADVANCE WAREHOUSE Feb 20 – March 13				\$25 for first item \$5 each add'l item	\$74.75 x 2 = \$149.50	Multiply \$74.75 by the weight of shipment
DIRECT TO SHOW SITE On or After March 17				\$25 for first item \$5 each add'l item	\$68.50 x 2 = \$137.50	Multiply \$68.50 by the weight of shipment

While on-site, you are welcome to intercept & sign for your own shipments at any time.

Please be sure to have a representative on-site at the delivery point awaiting arrival. Representatives must remain outside of the Hale offices.

Outbound Freight

- Prior arrangements for outbound shipments must be made on show site at the Hale Northeastern Inc. service desk. It is the responsibility of the exhibitor to arrange carrier pick-up, label each piece of freight clearly and to provide Hale with a complete Bill of Lading for each shipment.

Payment Policy & Shipments

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization above. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- Hale is responsible for accepting your freight, delivering it to your booth & storing your crates. We will provide storage labels to identify your materials & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. Storage labels can be obtained at Hale's on-site Service Desk.
- Material handling charges are applied whether we receive your freight either at the Advance Warehouse or Direct at the show-site. Once received, we will deliver your materials directly to your exhibit space. All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

Liability Insurance

Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. The Association and Hale Northeastern Inc. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

Payment Policy & Shipments

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card** authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- **BILLED WEIGHT** is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

(Signature) _____

Show Name Dayton Home & Garden Show 2014 Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

OUTBOUND SHIPPING INFORMATION

- All outbound shipments must have a Hale Northeastern bill of lading filled out and returned to the Hale Service Desk. These supplies can be obtained at the desk.
- You **MUST** arrange pick up of your show materials with the Common Carrier of your choice. Pick up should be scheduled for the close of the show.
- See Hale Northeastern's Exhibitor Kit for Limits of Liability on shipping items.

THERE ARE THREE OPTIONS FOR OUTBOUND SHIPMENTS:

#1

Hale has designated ABF FREIGHT as the official show carrier. If you choose to use ABF, we will arrange for the pickup of your goods from showsite. ABF Bills of Lading can be obtained from the Hale Service Desk for this method. Freight charges will be billed through ABF Freight. *(Note: Drayage/Material Handling fees will be billed through Hale.)*

If you have an established account with ABF Freight, you will receive your negotiated contractual discounts and be invoiced directly from ABF Freight for your freight charges.

Save \$\$\$ by using ABF Freight!

ABF Freight offers exhibitors the following perks when selecting them as YOUR freight carrier:

- 1) Receive substantial Show Carrier discounts! First, select ABF Freight as your carrier. Then, write or type "TSTR" on your bill of lading when shipping. That's all you have to do to save big on your shipping costs!
- 2) If your shipment is larger than 5,000 lbs. a Volume Rate can be requested.
- 3) If your materials need Expedited or Air handling, Timekeeper Guaranteed is available.
- 4) Easy Access! ABF Freight can be contacted at 800-654-7019 to arrange your Shipping needs.
Also, check out their website at www.abf.com.

#2

You may choose ANY carrier as long as they pick up by freight deadlines.

A Hale Bill of Lading must be completed, along with a copy of your carrier's Bill of Lading.

CRITICAL NOTE: Because Hale's lease to the show-floor expires shortly after dismantle, if the freight carrier you have selected has not arrived by the close of freight deadlines, Hale **MUST** force the freight off the floor **FOR THE SECURITY OF YOUR MATERIALS**. Hale will use ABF Freight. **IF EXHIBITORS SELECT A CARRIER OTHER THAN ABF, IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CONTACT THE CARRIER OF THEIR CHOICE. HALE DOES NOT CONTACT ANY TRUCKING COMPANY OTHER THAN THE SHOW CARRIER.**

#3

You may also ship via FEDEX or UPS. As with all common carriers, you must contact FedEx or UPS yourself with your account numbers and have them pick your packages up on showsite by freight deadlines.

To avoid drayage charges, exhibitors **MUST** bring Fed Ex & UPS shipments to the Hale Service Desk, otherwise handling fees may be assessed.